

Road Skills Test Study Guide
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Purpose Of This Study Guide

As a new driver, you must pass the road skills test before you are eligible to receive a Michigan driver license from the Secretary of State branch office. This study guide will prepare you for the skills test you are required to take.

Third Party Driver Skills Test Administration

In Michigan, all driver testing is mandated by state and federal laws. The Department of State administers driver knowledge (written) tests only through a branch office. Driver road test services are provided only through a privatized third party testing program. This program utilizes a statewide network of public and private organizations certified by the Department to conduct the road skills tests. The Department is committed to assuring that driver tests (both written and skills) are given by qualified persons trained to administer the tests in a fair, honest, and reliable manner.

Applicants should know the test procedures and time involved for each class of driver skills test. The following study guides are available at any Secretary of State branch office. Each study guide contains the required elements for each test type:

- ***Road Skills test Study Guide*** (SOS-360, automobile tests)
- ***Motorcycle Operator Manual*** (SOS-116, motorcycle tests)
- ***Commercial Driver License Manual*** (TS-004, bus and truck tests)

Drivers should question any skills test that does not include all the test components as described in the appropriate study guide. Below is a table that shows the required skills test elements and approximate times needed for each test type.

The allotted times are estimated minimums based on an average length driving route, good weather conditions, light traffic and a well-prepared driver. Skills tests must have all the segments listed below and may take longer, but not significantly less time to complete.

TEST TYPE	VEHICLE INSPECTION	BASIC CONTROL SKILLS	ON-STREET DRIVING TEST	TOTAL TIME
Automobile	5 minutes (not scored)	10 minutes (scored)	30 minutes (scored)	45 minutes
Motorcycle	5 minutes (not scored)	10 minutes (scored)	N/A	15 minutes
CDL Group A	50 minutes (scored)	20 minutes (scored)	50 minutes (scored)	2 hours
CDL Group B	30 minutes (scored)	20 minutes (scored)	40 minutes (scored)	1 hour 30 minutes
CDL Group C	20 minutes (scored)	20 minutes (scored)	40 minutes (scored)	1 hour 20 minutes

During the test, certified examiners must always:

- Read standard instructions to each applicant for each part of the test (a list of instructions is provided to the examiner for this purpose).
- Use only Department approved forms and test procedures.
- Use only Department approved off-street exercises and on-street driving test routes.

Any third party skills test organization or examiner who intentionally misrepresents a driver skills test by omitting any driver testing requirement or procedure or participates in any illegal activity related to driver licensing, is subject to severe penalties including loss of the testing certification, criminal prosecution and restitution for monetary damages to the test applicant and/or the Department.

A person (not limited to the examiner or driver applicant) who knowingly encourages, facilitates or participates in improper, illegal or fraudulent driver testing is subject to criminal prosecution.

Any person found to have been improperly, illegally or fraudulently tested must take the test(s) again. The applicant or third party organization will be liable for the costs associated with retesting.

Improper, fraudulent or unlawful driver license tests result in illegal license applications. Public Act 300, also known as Michigan Vehicle Code includes the following language concerning illegal driver testing.

- A person who makes a false certification regarding any driver license application is guilty of a felony.
- A person who bribes or attempts to corrupt a person or agency that conducts a driving test under an agreement entered into with the Secretary of State with the intent to influence the opinion or decision of the person or agency conducting the driving test is guilty of a felony.
- A designated examining officer appointed or designated by the Secretary of State who conducts a driving test under an agreement entered into with the Secretary of State and who varies from, shortens, or in any other way changes the method or examination criteria prescribed under that agreement is guilty of a felony.
- A person who forges, counterfeits, or alters a driving test certification issued by a designated examining officer appointed or designated by the Secretary of State is guilty of a felony.

A felony committed under these laws shall be punished by imprisonment for not less than one year nor more than five years and fines up to \$5,000.00 for the first offense. Subsequent convictions result in additional penalties.

Third Party Driver Skills Test Organization Business Requirements

Third party test organizations must adhere to certain business practices and administer road skills tests according to established standards and procedures contained in a formal, legal agreement with the Department. Among many contract requirements, third party test organizations must:

- Be approved by the Department before testing services are offered.
- Maintain an established place of business and obtain written permission to use all approved test sites.
- Display a sign with the test organization name at all approved test sites.
- Respond to all driver testing service inquiries within (24) hours (excluding weekends and holidays)
- Publish a printed fee and refund policy and provide receipts (actual test fees are not regulated by law).
- Accept personal checks and maintain a surety bond if deposits are collected.
- Ensure examiners attend and pass all required training and obtain Department certification before administering tests.
- Require examiners adhere to Department dress code standards and display Department approved photo identification during tests.

Reporting Improper, Illegal or Fraudulent Test Activities

Improper, illegal or fraudulent testing activity should be reported immediately to the Michigan Department of State. Information needed includes the name(s) of the person(s) and organization(s) involved, the date(s) of the incident(s) and a detailed description of the activity observed or discussed. All legitimate reports will be investigated. A written statement may be required. This information should be submitted to:

**Michigan Department of State
Driver Training and Testing Division
P.O. Box 30640
Lansing, MI 48909-8140
Phone (517) 241-6888
Fax (517) 241-6852**

Foreign Language/Hearing Impaired Interpreters

When a language barrier exists between an applicant and a third party examiner, the applicant is entitled to use an interpreter who is at least (16) years old. The applicant, if necessary, is responsible for procuring the services of an interpreter.

The interpreter may only speak to the driver to translate each set of skills test instructions as the examiner gives them. Additional comments by the interpreter are not permitted except in an emergency. The examiner may terminate the skills test after giving (1) warning of unnecessary communication with the driver.

Requirements For Taking The Road Skills Test

Applicants under age 18 who have successfully completed Segment I of an approved public or private driver education course that began on or after April 1, 1997 must meet the following requirements **before** you take your road skills test:

- Must obtain a Michigan Level 1 Learner's License from a Secretary of State office. Your skills test examiner will verify that you have held your Level 1 License for a minimum of **(180 days) or six (6) months** prior to testing.
- Must have completed Segment Two of an approved public or private driver education program. (You must present your Segment Two completion certificate to your skills test examiner.)
- Must have verification that you have logged a minimum of 50 hours of practice driving, 10 hours of which must have occurred at night, with a parent or legal guardian (or with the permission of the parent or legal guardian, any licensed driver at least age 21). See Appendix A for the Student Driving Experience Log.
- Must be accompanied by a parent or legal guardian throughout the road skills test.
- Must be at least 15 years of age.
- Must not have any convictions, civil infractions, license suspensions or at-fault crashes during the 90-day period immediately preceding your skills test and application for your Level 2 License.

Applicants 18 years of age or older who have not previously been licensed in this state or in any other state or country must meet the following requirements before taking your road skills test:

- Must pass required vision and knowledge (written) tests at a Michigan Secretary of State office.
- Must pay required fees and obtain a Michigan Operator or Chauffeur Temporary Instruction Permit (TIP).
- Must practice driving on a TIP for a minimum of 30 days to become eligible to take the road skills test.

Note: If you have been previously licensed in this state or in any other state, and your license has been expired for more than four (4) years, you will need to obtain a driving permit and complete the required road skills test. Your 30-day minimum practice period will be waived. Information on converting a foreign or out-of-state driving permit may be obtained from any Michigan Secretary of State Office.

Scheduling A Road Skills Test

To take a road skills test in Michigan you must contact an approved third party driver skills test organization.

Third party driver skills test organizations should be listed in your local area telephone book and encouraged to advertise locally to inform potential customers of their service and testing hours. The Department of State provides a courtesy listing of driver skills test organizations that may be obtained from the following sources. Please note that this listing may not reflect newly certified test organizations, or those that have recently gone out of business.

- FAX copies via touch-tone service: 517/335-4FAX.
- Internet: www.michigan.gov/sos
- Department of State Information Center: 517/322-1460
- Secretary of State branch offices.

- Secretary of State telephone centers in the following locations:

Detroit	313/541-5454	East Lansing	517/334-8305
Flint	810/767-1993	Grand Rapids	616/363-8778
Livonia	810/476-4538		

Fees charged by third party test organizations for driver skills test services are not regulated by the Michigan Department of State. Therefore, applicants are encouraged to inquire about all third party initial testing fees, retest fees, refund policies, and charges for improper documents, defective equipment and failure to keep a test appointment prior to scheduling an appointment for the road skills test.

What You Must Provide The Third Party Test Organization:

- If you are under 18 years of age, a valid Michigan Level 1 learners permit that you have held for a minimum of 180 days along with your Segment 2 Driver Education completion certificate.
- If you are 18 years of age or older, a valid Michigan temporary instruction permit (TIP) that you held for at least 30 days. The 30-day practice period may be waived if you were previously licensed in Michigan, another state or country.
- If you are from another country, you must present your home country license and validated road test receipt from the Secretary of State.
- You must provide a vehicle that is in safe working order. The test vehicle should be one you are familiar with and have used during your practice driving.
- You must show proof of valid insurance, current vehicle registration and valid license plate for the test vehicle.
- Only the applicant, examiner, and any required passenger and/or interpreter can occupy the vehicle. When testing a minor, the minor's parent, legal guardian or authorized designated representative must be present throughout the test. Any designated representative must be authorized in writing by the parent or legal guardian. ***No other passengers are allowed to be present during the skills test.***

Tests Terminated Due To Defective Equipment

The following safety equipment guidelines will be used when administering the automobile road skills tests. Together, examiners and applicants will inspect and familiarize themselves with specific vehicle components. Certain defective vehicle equipment is reason for refusal of the road test if it jeopardizes the safety of the vehicle's occupants.

Safety inspection includes the following equipment:

Brakes
Brake lights
Center-mounted rear brake light on 1986 or newer models
Doors (*)
Headlights
Horn
Lug nuts (only one missing per vehicle)
Muffler
Rearview mirror and outside left mirror
Safety belts for all occupants
Seats for all occupants
Speedometer
Suspension components
Taillights
Tires (no cords showing; properly inflated)
Turn signals (front and rear)
Windshield (**)
Windshield wipers and washers

* The driver and passenger doors must work from the inside and outside. Doors that cannot be opened are safety hazards.

** Examiners may refuse to administer a road test if the vehicles windshield is cracked so that it obstructs the driver's view.

Other Automatic Failures:

- Disregarding instructions or refusal to perform maneuver in "good faith"(i.e. horseplay).

- Repeated failure to follow instructions will result in test termination. If you intentionally fail to follow an examiner's instructions, the examiner will give you a verbal warning and ask you to repeat the exercise. If you fail to follow the same instructions twice, the test will be terminated as an automatic failure. If you do not understand the instructions the first time, the examiner will reread the instructions without penalty.
- Offering the examiner a bribe or gratuity.
- Refusal to wear a safety belt, unless you have a physician's statement or waiver.
- Any accident (may result in failure).
- Traffic violations or hazardous actions including, but not limited to:

Hazardous actions in which:

- Accident is prevented by others.
- Examiner prevents crash or illegal action, (i.e. running a red light.)
- Driving over curb or sidewalk endangering others.
- Driver creates serious hazard for other traffic
- Fails to yield (adversely affecting traffic/pedestrians).

Traffic violations in which the driver:

- Fails to yield right-of-way to a funeral procession.
- Passes a stopped school bus with its red lights flashing.
- Fails to stop for an emergency vehicle.
- Turns left or right on red traffic light when it is prohibited by law.
- Makes a turn from the wrong lane.
- Passes improperly.
- Drives the wrong way on a one-way street.
- Drives on the wrong side of the street.
- Fails to stop for red light, flashing red light or stop sign.
- Fails to stop for railroad signal or drives around railroad gates.
- Speeds 4-9 mph over the basic speed limit (reasonable and prudent), regulatory speed limit (white regulatory sign) after one warning.
- Speeds 10 mph or more over the basic speed limit (reasonable and prudent) or posted speed limit (white regulatory sign) with no

- warning necessary.
- Follows another vehicle too closely (after one warning).

Dangerously inexperienced drivers:

You must obtain a passing score and finish the driving test without committing an automatic failure listed above. In addition, an examiner may terminate a test if you exhibit any behavior that demonstrates you may be dangerously inexperienced. For example, a test will be terminated if you:

- Cannot maintain the minimum posted speed limit of 45 mph on the expressway (unless traffic or weather conditions warrant lower speeds).
- Drive more than 10 mph under the regulatory speed limit after one warning (unless traffic or weather conditions warrant lower speeds).
- When operating a manual transmission vehicle, you are unable to shift gears properly or operate the vehicle safely.
- When driving an automatic transmission vehicle, you are unable to determine the proper gear for operating vehicle safely.
- Stall the vehicle resulting in hazardous action or obstructing traffic.
- Lose control of the vehicle causing the examiner to take evasive action or assume control of the vehicle.

What Are The Components Of The Road Skills Test?

The road skills test always includes a **non-scored** vehicle component familiarization and safety inspection and **two scored** test segments. Each portion must be passed in sequence. **A failure of any part terminates testing.** On subsequent attempts, you must start over from the beginning (vehicle inspection, off-road skills test, then driving test). You will be allowed only one (1) attempt per 24-hour period, unless the failure is due to faulty equipment or documents.

The test segments must always be given in the following order:

- Vehicle familiarization and safety inspection.
- Basic control skills tests.
- On-road driving test.

Basic Control Skills Test Requirements:

The basic vehicle control skills test consists of a series of off-road exercises. Scoring will be based on the following standards:

Encroachments: You are penalized each time your vehicle touches an exercise boundary. *Each encroachment counts as an error.*

Repositioning: You will be penalized each time you reposition your vehicle to correct your path of travel. For example, in a backing maneuver, a reposition point is assessed each time you adjust your vehicle forward. Likewise, in a forward maneuver, a reposition point is assessed each time you adjust your vehicle backwards. *Each reposition will count as an error.*

Final position: The examiner will assess how your vehicle finishes each exercise within the exercise boundaries.

At the end of the basic control skills exercises, the examiner will add your total cumulative points. To pass this segment and continue with the on-road driving test, you must complete the basic control skills tests with **six (6) errors or less**.

The three required exercises you must perform in the Basic Controls Skill test are outlined below in figures 1-3.

Figure 1: Forward Stop Line

You must drive forward and stop your vehicle with your front bumper within (2) feet of the last “stop line” without touching or going past the stop line. You may stop only once, and you may not lean out the window to see better. You will be scored on the final position of your vehicle relative to the stop line.

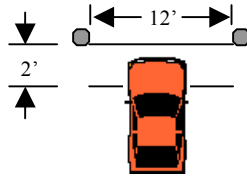


Figure 2: Curved path backing - sight side (Y-Turn)

You must back your vehicle from a 90-degree angle into a simulated driveway. Try to back completely into the space without touching or crossing over either side boundary and finish with your vehicle's front bumper inside the space just past the front cone (excluding mirrors). Once you have finished backing, you will drive forward and turn right out of the driveway. Try not to touch or cross over any side boundaries or hit any cones as you turn right exiting the driveway.

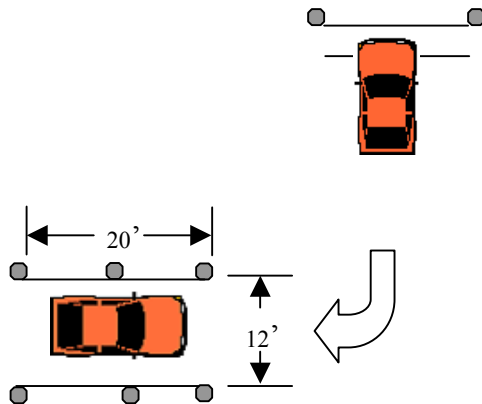
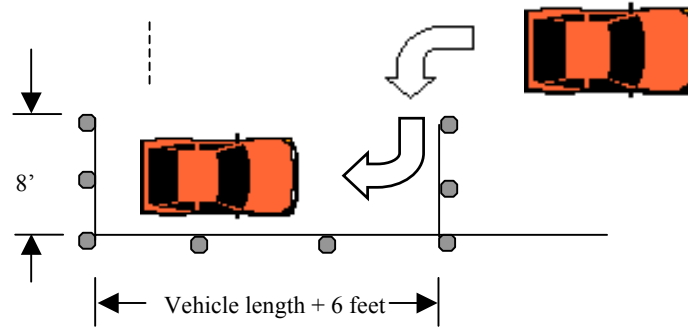


Figure 3: Curved path backing - blind side (Parallel Park)

You must drive by the entrance of a parking space located on the passenger-side of your vehicle. You will then back your vehicle into the space. The size of the space is determined by adding 6 feet to the length of your vehicle. You must try to finish the exercise with your vehicle positioned completely within the parking space. Your vehicle does **not** have to be evenly centered within the front and back boundary lines. When backing, try to perform the maneuver without touching or crossing over any boundary lines or repositioning your vehicle.



The Driving Test

You must demonstrate your ability to drive safely over a predetermined route. The route will contain a variety of traffic situations. At all times during the driving test, you must operate your vehicle in a safe and responsible manner, obeying all traffic laws.

The examiner will observe and score you on specific maneuvers as well as on your general driving behavior. You are expected to drive straight ahead unless given instructions to turn or perform other maneuvers. The examiner will give you directions for each maneuver as far in advance as possible and will not ask you to do anything illegal or unsafe.

Driving Test Requirements

Although every driving test route may not be identical, each route will contain similar maneuvers that will "equalize" the difficulty of any route approved by the Michigan Department of State. Every route will attempt to contain each of the following maneuvers:

- Left turns with varying difficulty.
- Right turns with varying difficulty.
- Intersections that involve stopping then driving straight through.
- Intersections that involve driving straight through without stopping.
- Expressway or rural highway driving (lane changes required).
- Urban and residential driving (lane changes required).
- Hazard awareness (simulated head-on collision).
- Curve.
- Railroad crossing.
- Turning a fan (or radio) on and off while driving.

Driving Test Scoring Standards

The proper way to perform each of the required driving test maneuvers are outlined in this segment. To better prepare yourself for your test, please read this section carefully and practice these maneuvers until you have mastered them.

To obtain a passing score, you must not accumulate **more than 25 points** or receive an automatic failure.

Turns

You have been asked to make a turn. Be sure to:

- Check traffic in all directions. Traffic checks must be made obvious to the examiner by moving your head.
- Check blind spots by looking over your shoulder before merging into the curb lane or center left turn lane.
- Use turn signals and safely move into the appropriate turn lane.
- Enter left or right turn lanes at their designated openings.

- Activate your turn signal approximately 100 feet ahead of a turn, but not so early as to mislead others about where you are turning.
- Brake smoothly without jerking the vehicle. Never depress the accelerator and brake pedal at the same time.

If you must stop before making the turn:

- Come to a smooth stop without skidding.
- Come to a complete stop behind the stop line, crosswalk, sidewalk, or at a safe place before the intersection (behind the stop sign, if you can see clearly from behind it). If an object is obstructing your vision, you may, after stopping behind a stop line, crosswalk, or sidewalk, roll forward and stop again (if necessary) as long as you stop before entering the intersection.
- Do not let your vehicle roll forward or backward while stopped.
- If stopping behind another vehicle, stop at a safe distance where you can see, at a minimum, the rear tires on the vehicle directly ahead of you (safe gap). Always leave enough space to pull out and around the vehicle in front of you should it be necessary (escape route).
- When turning left, keep the front wheels aimed straight ahead until you start your turn.

When ready to turn:

- Check traffic in all directions making your search obvious to the examiner by moving your head. Make sure you have enough time to make the turn safely without causing other vehicles to adjust their speed or take evasive action (proper timing).
- Yield to any vehicles or pedestrians in the intersection.
- Unless shifting, you should keep both hands on the steering wheel during the turn. Do not palm or shuffle the wheel.
- When turning, do not allow your vehicle to touch or cross lane lines or hit curbs.
- Your turn should be completed smoothly, at a speed that is not too fast or too slow.

Upon completing the turn:

- Check traffic in all directions making your search obvious to the examiner by moving your head.
- Turn into the correct lane. When turning *left* from a single left turn lane, your vehicle should finish the turn in the lane that is directly to the right of the centerline. When turning *right*, your vehicle should finish the turn in the right-most (curb) lane.
- Maintain controlled steering to straighten your vehicle after turning.
- Accelerate to adjust your vehicle speed and keep pace with the flow of traffic.
- Signal and move to the right lane if you are traveling slower than other traffic, or if other vehicles are passing you on the right.

Stop Intersections

As you approach an intersection that requires stopping prior to proceeding straight through:

- Check traffic in all directions making your search obvious to the examiner by moving your head.
- Brake smoothly and stop without skidding or jerking the vehicle. Come to a complete stop, and do not let your vehicle roll forward or backward while stopped.
- Stop behind the stop line, crosswalk, sidewalk, or at a safe place before the intersection (behind the stop sign, if practical). If an object is obstructing your vision, you may, after stopping behind a stop line, crosswalk, etc., roll forward and stop again as long as you stop before entering the intersection.
- If stopping behind another vehicle, stop at a safe distance where you can see, at a minimum, the rear tires on the vehicle directly ahead of you (safe gap). Always leave enough space to pull out and around the vehicle in front of you should it be necessary (escape route).

As you drive through the intersection:

- Check traffic thoroughly in all directions making your search obvious to the examiner by moving your head. Make sure you have enough time to cross the intersection safely without causing other vehicles to adjust their speed or take evasive action.
- If the traffic light turns yellow as you approach, you should attempt to stop before entering the intersection. If you cannot do so safely, do not speed up, but drive cautiously through the intersection.
- Yield to any pedestrians or vehicles in the intersection.
- Do not change lanes in the middle of an intersection.
- Unless shifting, both hands should be on the steering wheel.
- Accelerate to adjust your vehicle speed and keep pace with traffic.

Through Intersections (Do Not Require Stopping)

When approaching an intersection that does not require stopping:

- Check traffic in all directions making your search obvious to the examiner by moving your head.
- Yield to any vehicles and pedestrians in the intersection. Unless you are yielding to vehicles and/or pedestrians, do not stop for green traffic lights. Unnecessary stopping can create a potentially dangerous situation.
- Take your foot off the accelerator as you scan the intersection for possible hazards. Poising your foot over the brake pedal while scanning helps you react quicker to potentially hazardous situations.
- Do not change lanes in the middle of an intersection.
- Unless shifting, you should keep both hands on the steering wheel.
- Accelerate to adjust your vehicle speed and keep pace with traffic.

Expressway Or Rural Highway

Before entering an expressway:

- Check traffic to find an opening to merge into. Check blind spots by looking over your shoulder before merging onto the expressway.
- Activate your turn signal.

- Adjust your speed to allow you to merge into the flow of traffic.
- Merge smoothly into the nearest expressway lane, allowing proper spacing between you and the vehicles in front and behind you.
- Stay within lane markings.
- Cancel your turn signal once you have merged completely into the lane.

When driving on an expressway or on a rural highway:

- Check traffic regularly, (usually at least once every 8-10 seconds). Make your traffic check obvious to the examiner by moving your head. Maintain awareness of merging and exiting vehicles. Also, look at least 12 seconds ahead of the vehicle to anticipate hazards.
- Maintain a "cushion of space" around your vehicle. Do not crowd other vehicles or drive in a pack of vehicles.
- Select a safe and legal speed, one that allows you to keep up with the traffic flow without exceeding the speed limit or driving slower than the minimum posted speed, unless road and weather conditions determine otherwise.
- Drive in the right-most lane(s) unless you are passing another vehicle.
- Center your vehicle within the lane markings. Do not weave over lane lines.

When changing lanes on an expressway or on a rural highway:

- Check traffic in all directions. Check blind spots by looking over your shoulder before changing lanes.
- Activate your turn signal to alert other drivers that you intend to change lanes.
- Yield to any vehicles occupying the lane you are merging into.
- Merge smoothly into the next lane, keeping your vehicle under control (steering).
- Allow proper spacing between you and the vehicles in front and behind you.
- Cancel your turn signal after completely merging into the lane.

When exiting an expressway:

- Check traffic in all directions, especially to the right, including looking over your shoulder to check your blind spot.
- Activate your turn signal to alert other drivers that you intend to exit.
- Exit at a speed appropriate for traffic conditions. Under normal conditions, your vehicle's speed should not drop below the posted minimum speed while on the expressway.
- Merge smoothly into the deceleration lane without driving over solid lane lines. Remain centered in your lane.
- Allow proper spacing between you and the vehicles around you.
- Once you are on the deceleration ramp, reduce your speed.
- Cancel your turn signal after you have merged completely into the deceleration lane.

Urban And Residential Areas

When driving in an urban or residential area:

- Check regularly (at least once every 5-7 seconds) for pedestrians, bicycles and moving or parked vehicles, especially in busy areas where children may be present. Make your traffic checks obvious to the examiner by moving your head.
- Maintain a "cushion of space" around your vehicle. Do not crowd other vehicles or drive in a pack of vehicles.
- Select a safe, reasonable and prudent speed, that allows you to keep up with the traffic flow without exceeding the speed limit.
- When traveling in a multi-lane urban area, you should remain in the right lane if you are traveling slower than other traffic.
- Keep your vehicle centered in your lane. Do not weave outside of lane markings or into the lane of on-coming traffic.

When changing lanes in an urban area:

- Check traffic in all directions. Check blind spots by looking over your shoulder before changing lanes.
- Activate your turn signal to alert other drivers that you intend to change lanes.

- Yield to any vehicles occupying the lane you are merging into.
- Merge smoothly into the next lane, keeping your vehicle under control (steering).
- Allow proper spacing between you and the vehicles around you.
- Cancel your turn signal after merging completely into the lane.

Curve

When approaching a curve:

- Check traffic thoroughly in all directions. Keep your head up and remain focused ahead of the curve.
- **Before** entering the curve, reduce speed so further braking or shifting is not required in the curve.
- Maintain a safe and legal speed driving **through** the curve.
- Keep the vehicle within lane markings.

Railroad Crossing

As you approach a railroad crossing:

- Check traffic in all directions making your search obvious to the examiner by moving your head.
- Look to the left and right by moving your head and listen for the presence of trains.
- Decelerate, brake smoothly and shift gears before you cross the railroad tracks. Shifting gears while crossing the railroad tracks is not safe. Your speed over the tracks should be appropriate for the condition of the tracks and road surface.
- Keep both hands on the steering wheel while driving over the railroad tracks.
- Do not change lanes as you cross the railroad tracks.
- If required to stop for a train, remain stopped behind the stop line until it is safe and legal for you to proceed.

Turn Fan (or Radio) On/Off

When the examiner instructs you to turn on/off your fan (or radio):

- If you must take your eyes off the road to locate your fan (or radio) switch, do so briefly. Taking your eyes off the road for long periods of time may create a hazardous situation.
- Maintain your lane position during this exercise. Removing your hand from the steering wheel to turn a fan (or radio) on or off should not cause you to weave out of your traffic lane.

Hazard Awareness (simulated head-on collision)

At a designated location, the examiner will ask you to verbalize what you would do if an on-coming vehicle were headed directly at you in your lane. During this exercise, you will be required to **verbalize, not demonstrate**, the following concepts.

- To avoid a head-on collision, you should signal and drive off the road to the right.
- If the on-coming vehicle forced you to hit a fixed object on the side of the road, you should choose a soft object, not a hard object, if possible. You should also try to hit the object with a glancing blow (side-swipe).

General Driving Habits

During the test, you must:

- Wear your safety belt (all occupants in vehicle must wear safety belts).
- Obey all traffic signs, signals and laws.
- Complete all traffic checks by moving your head to make your search obvious to the examiner.
- Complete the test without an accident or moving violation.

Throughout the test, you will be scored on your overall performance in the following general driving behavior categories:

Search:

- Establish a pattern of searching left, right, ahead, and behind using all available mirrors and moving your head to make your traffic checks obvious to the examiner. Searching involves head and eye

movements, as well as turning and looking over your shoulder to check blind spots.

- Anticipate traffic, pedestrians, people entering and exiting parked vehicles and potentially hazardous situations well in advance. Pay careful attention to merging vehicles and vehicles near driveways and intersections.
- Scan ahead to get the "big picture." Keep your eyes and head up to observe well ahead of the vehicle (about 12 seconds).
- Unless you are yielding to traffic and/or pedestrians in an intersection, do not stop for green traffic lights. Doing so can create a potentially dangerous situation.
- When driving, keep distracting behaviors to a minimum. Your attention should remain focused on the driving task and not on distractions that may prevent you from spotting potential hazards.

Speed and Brake Control:

- Do not exceed the speed limit that is determined by a regulatory (white) sign, advisory (yellow) sign or by prevailing weather, roadway and traffic conditions.
- Do not drive too slowly or too fast for traffic conditions. Try to keep pace with the surrounding traffic without exceeding the speed limit. This is especially important when turning or driving through a curve.
- Accelerate evenly and smoothly without jerking the vehicle.
- When decelerating, brake smoothly and evenly, not too hard or too soft. Under normal circumstances, you should not ride or pump the brakes.
- Always come to a complete stop. Do not roll through stops or allow the vehicle to drift forward or backward at stops.
- When driving a standard transmission vehicle, do not clash gears, rev or lug the engine. Also, know how to use the clutch properly to prevent choppy accelerating and decelerating (i.e. "popping" the clutch).
- Make sure you are in the gear that is appropriate for the direction and speed you are traveling.
- Change gears smoothly and as needed, but do not coast to a stop with the gearshift lever in neutral. Once stopped, you may place the transmission in neutral.

- Check your speedometer occasionally to make sure you are traveling at a safe and legal speed but be careful not to look at your speedometer too frequently. Overly frequent checks of your speedometer may cause you to take your eyes off the road too often.

Direction and Space Control:

- Whenever you change lanes or turn, you must use your turn signal. Once you complete a lane change, you must also remember to cancel your signal if it does not automatically cancel.
- When turning, do not touch or cross over your lane markings or hit curbs.
- When driving straight ahead, try to keep your vehicle centered within your lane without weaving outside of the lane markings.
- Do not turn from or into the incorrect lane.
- When driving on an expressway, in a multi-lane urban area or on a rural highway, move to the right lane if you are traveling slower than other traffic, or if vehicles are passing you on the right.
- Come to a complete stop behind stop lines, crosswalks, sidewalks, or at a safe place before the intersection (behind a stop sign, if practical). If an object is obstructing your vision, you may, after stopping behind a stop line, crosswalk, etc., roll forward and stop again as long as you stop before entering the intersection.
- When stopped behind other vehicles, you must be able to see, at a minimum, the rear tires of the vehicle ahead of you (safe gap). Always leave enough space to pull out and around the vehicle in front of you should it be necessary (escape route).
- Maintain a reasonable space cushion between you and other vehicles. Do not crowd other vehicles or allow other vehicles to crowd you. Keeping a safe distance between your vehicle and other vehicles will give you more time to react to hazardous situations.
- When merging with other traffic, be sure you maintain proper spacing in front and in back of your vehicle.

Steering Control:

- Don't palm the wheel, shuffle the wheel or drive with only one hand on the wheel. Although you may have to remove a hand to

adjust driver controls, try not to do so in the middle of an intersection, turn, lane change or other maneuver that requires your full attention.

- At all times during the skills tests, you must maintain proper control of your vehicle. Your ability to steer smoothly, recover easily from turns and control your vehicle within lane markings will be monitored carefully.
- When pausing to make a left turn, keep the front wheels of your vehicle pointed straight ahead until you begin your turn. If you stop with your wheels turned left, a rear end collision will likely send you into oncoming traffic.

Timing:

- When stopping, do not brake too early or too late. Late braking can result in vehicle skidding or passengers being thrust forward in their seat.
- Activate your turn signal at least 100 feet ahead of where you are turning (approximately 3-4 seconds), but not so early as to mislead others as to where you are turning.
- Do not drive too timidly or aggressively. Overly timid driving may indicate a lack of necessary experience and skill, and overly aggressive driving may stretch you beyond your ability to handle your vehicle safely.
- Make sure you have enough time to complete any maneuver safely without causing other vehicles to adjust their speed or take evasive action. Your timing and ability to adjust your speed to match traffic conditions is very important.
- Always yield to other traffic or pedestrians in your path of travel. When you see a potentially hazardous situation, take action in advance to avoid making the situation more hazardous.

Completion Of The Road Skills Test

Once you have completed your road skills test, your examiner will review your results and give you feedback on your driving performance. If you do not successfully complete your test, you may re-schedule a subsequent test after (24) hours. Tests terminated due to driver performance problems **cannot** be re-scheduled for the same day.

If you successfully complete your road skills test, your examiner will issue you a skills test certificate. This certificate is **not** a license. You must submit your skills test certificate to the Secretary of State branch office to receive your full driving privileges.

Appendix A

STUDENT DRIVING EXPERIENCE LOG

Keep a record of your teenager's driving experience

Student name: _____

Date	Miles	Daytime Hours	Nighttime Hours	Type of Driving Experience

Date	Miles	Daytime Hours	Nighttime Hours	Type of Driving Experience

Driving Experience: $\frac{\text{Day Hours}}{\text{Day Hours}} + \frac{\text{Night Hours}}{\text{Night Hours}} = \frac{\text{Total Driving Hours}}{\text{Total Driving Hours}}$

I certify that my child has logged at least 50 hours of practice driving (10 hours of which occurred at night) with myself, another parent (or guardian) or a designated driver at least 21 years old.

Parent or guardian signature: _____

Date: _____

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